

## SUITE WORKSHOPS

### **2012 Course Descriptions and Schedule**

These sessions are open to all state employees. For more information about which class works best for you/your area please contact a member of your area's [SUITE Support Team](#) or send an email to [SUITETRAINING@Michigan.gov](mailto:SUITETRAINING@Michigan.gov). Workshop instructors recommend that you attend sessions in the sequence listed below.

Managers: If you would like to have a workshop delivered at your site, contact the person listed in the table below.

Workshop	Instructor	Date, Time, Location	Cost
<a href="#">1. CMMI Overview:</a>	Virginia Hambric	See Below	No Charge
<a href="#">2. SUITE Express and Maintenance:</a>	Virginia Hambric	See Below	No Charge
<a href="#">3. Writing a Good Business Requirement:</a>	Alice Leiningar	See Below	No Charge
<a href="#">4. Software Configuration Management:</a>	Tina Symington	See Below	No Charge
<a href="#">5. Testing:</a>	Lori Franz & Roxane Lyon	See Below	No Charge
<a href="#">6. Working with the Office of Enterprise Security:</a>	Rock Rakowski	See Below	No Charge
<a href="#">7. Structured Walkthroughs and Stage Exits:</a>	Alan DeKoninck	See Below	No Charge
<a href="#">8. Project Quality Assessment Process:</a>	Virginia Hambric	See Below	No Charge

\* Ctrl+ click on workshop name for more detail

## **Registration Instructions**

1. **Registration:** Send an e-mail to [SUITETRAINING@Michigan.gov](mailto:SUITETRAINING@Michigan.gov) and be sure to include:
  - ✓ Your Name
  - ✓ Your Employee Number
  - ✓ Workshop Name(s)
  - ✓ Training Date(s)
  - ✓ Training Time(s)

**NOTE: You do NOT need to use ITRAC to register for SUITE workshops. The simple e-mail process described above will suffice.**

2. **Class Confirmation:** Employee will receive class confirmation from [SUITETRAINING@Michigan.gov](mailto:SUITETRAINING@Michigan.gov).
3. **Registration Deadline:** Requests will be received up to **Friday, Noon**, prior to a given class. Any requests received after the deadline will be placed on the next available class roster.
4. **Class Cancellations/Changes:** If a class is canceled, an email notification will be sent to all scheduled attendees and instructors.

If a course is full, an e-mail will be sent to requestors informing them that the class is full and advising them of alternatives.

5. **Cancellation of Attendance:** If you need to cancel your attendance to a workshop for which are registered, please send an email to [SUITETRAINING@Michigan.gov](mailto:SUITETRAINING@Michigan.gov) and include:
  - ✓ Your Name
  - ✓ Your Employee Number
  - ✓ Name of Workshop you cannot attend
  - ✓ Training Date of scheduled workshop
  - ✓ Workshop Name/Date/Time if you would like to reschedule

## **Workshop Detail**

**1. CMMI Overview:** This workshop introduces the student to the Capability Maturity Model Integrated (CMMI) framework developed and administered by the Software Engineering Institute and Carnegie Mellon University in Pittsburgh, Pennsylvania. This workshop describes the CMMI model; discusses why CMMI is the foundation for SUITE processes; identifies benefits of adopting CMMI; and describes the three SCAMPI appraisal methods. The student learns the five CMMI levels, the four CMMI categories, and the twenty-two process areas (eighteen of which are necessary for CMMI Level-3 compliance). The workshop delves into one process area to show style and format of how a process area is arranged. The workshop wraps up with where DTMB is in the process, including a discussion of the SUITE team's next focus area.

Date	Time	Location
March 19, 2012	9:00 a.m. – 11:00 a.m.	Lewis Cass Building 1 <sup>st</sup> Floor, Willow Conference Room
May 21, 2012	9:00 a.m. – 11:00 a.m.	OPS Center, Conference Room A/B/C
October 11, 2012	1:30 p.m. – 3:30 p.m.	Lewis Cass Building 1 <sup>st</sup> Floor, Willow Conference Room

**2. SUITE Express and Maintenance:** This workshop offers an introduction to the State's Project Management Methodology (PMM) Express; the Systems Engineering Methodology (SEM) Express; and the Systems Maintenance Guide (SMG). Also discussed is the interaction between PMM and SEM. The workshop discusses when SEM, SEM Express, and the SMG should be utilized for a given systems development initiative. SEM tailoring, based on project size and complexity, is also addressed.

Date	Time	Location
April 16, 2012	9:00 a.m. – 11:00 a.m.	Lewis Cass Building 1 <sup>st</sup> Floor, Willow Conference Room
August 14, 2012	9:00 a.m. – 11:00 a.m.	OPS Center, Conference Room A/B/C
September 28, 2012	1:30 p.m. – 3:30 p.m.	Lewis Cass Building 1 <sup>st</sup> Floor, Willow Conference Room

**3. Writing a Good Business Requirement:** This workshop is an introduction to the topic of writing business requirements. The workshop is very interactive, with games, practice exercises and group participation. There are five topics: (1) learn a little of the “why” and “what” of SEM (Systems Engineering Methodology); (2) learn what makes a business requirement “good”; (3) recognize “danger signs” in a business requirement; (4) learn tips and techniques for the process of writing good business requirements; and (5) review the SEM business requirements templates. All materials are provided. Participants need only bring something to write with.

Date	Time	Location
February 2, 2012	8:30 a.m. – 12:00 p.m.	Grand Tower, Conference Room 1A
May 3, 2012	8:30 a.m. – 12:00 p.m.	OPS Center, Houghton Lake Conference Room
August 9, 2012	8:30 a.m. – 12:00 p.m.	Grand Tower, Conference Room 1A
October 16, 2012	8:30 a.m. – 12:00 p.m.	OPS Center, Houghton Lake Conference Room

**4. Software Configuration Management:** This workshop introduces the basics of software configuration management. The first part of the session focuses on the fundamentals of SCM and how you might get started with software configuration management in an organization. The second part focuses on a walkthrough of the SEM template and includes a question and answer session.

Date	Time	Location
January 26 <sup>th</sup> , 2012 – <b>CANCELLED</b>	1:30 p.m. -3:30 p.m.	Romney Building, 10 <sup>th</sup> Floor, CGI Large Conference Room
March 14 <sup>th</sup> , 2012	8:30 a.m. – 10:30 a.m.	Ops Center, Drummond Island Conference Room
June 7 <sup>th</sup> , 2012	1:00 p.m. – 3:00 p.m.	Grand Tower, Dempsey Conference Room
October 29 <sup>th</sup> , 2012	9:30 a.m. – 12:00 p.m.	Ops Center, Drummond Island Conference Room
December 11, 2012	1:00 p.m. – 3:00 p.m.	Grand Tower, Dempsey Conference Room

**5. Testing:** This workshop provides an explanation of the testing process throughout the project lifecycle. The workshop has five goals: (1) learn to be your own advocate by knowing where and how you should be involved in testing; (2) learn how to use the SEM manual and testing templates, as well as where to find information; (3) identify the “common” testing types,

when they occur, who is responsible, and deliverables; (4) learn how to use other SEM documents as input to testing activities; and (5) generate interest in a SOM Testing User Group.

Date	Time	Location
February 8, 2012	8:30 a.m. – 11:30 a.m.	Constitution Hall, atrium level, Hutchinson Conference Room
June 13, 2012	1:00 p.m. – 4:00 p.m.	OPS Center, Conference Room A/B/C
October 17, 2012	8:30 a.m. – 11:30 a.m.	Constitution Hall, atrium level, Hutchinson Conference Room

**6. Working with the Office of Enterprise Security:** This workshop will review the Security Plan & Assessment document (DIT-170). During the workshop we will discuss the type of information OES is requesting, who will/should complete this document, why we are requesting it, and your expectations of turn around. We will also discuss any related security documents and processes which may affect your projects.

Date	Time	Location
March 1, 2012	10:00 a.m. – 12:00 p.m.	Lewis Cass Building 1 <sup>st</sup> Floor, Willow Conference Room
June 21, 2012	10:00 a.m. – 12:00 p.m.	Lewis Cass Building 1 <sup>st</sup> Floor, Willow Conference Room
October 25, 2012	10:00 a.m. – 12:00 p.m.	Lewis Cass Building 1 <sup>st</sup> Floor, Willow Conference Room

**7. Structured Walkthroughs and Stage Exits:** The first part of this workshop introduces the student to various types of structured walkthroughs, their value to the organization, how to set up, hold, and document a structured walkthrough. It also identifies who needs to be involved, various roles, and expected outcomes. The second part of the workshop introduces the student to the exit approval process for the SUITE Systems Engineering Methodology (SEM). The student learns how this process assists the project team in securing the approval of designated individuals to allow the project to continue to the next stage or to move into production.

Date	Time	Location
February 2, 2012	2:00 p.m. – 4:00 p.m.	OPS Center, Houghton Lake Conference Room
May 8, 2012	2:00 p.m. – 4:00 p.m.	Romney Building, 10 <sup>th</sup> Floor, CGI Large Conference Room
September 11, 2012	9:00 a.m. – 11:00 a.m.	OPS Center, Houghton Lake Conference Room

**8. Project Quality Assessment Process:** This workshop provides a detailed overview of the SUITE Project Quality Assessment Process. The SUITE Project Quality Assessment Process is another name for an independent project review, which takes a look at both strengths and weaknesses related to the use of SUITE processes to develop a new, or maintain an existing software application/system. This workshop looks at the various aspects of the Process and Product Quality Assurance (PPQA) Process Manual, which includes: (1) an overview of the PPQA Process Area (which is part of the CMMI for Development model); (2) Project Quality Assessment (PQA) Process Flows and Procedures, which depict the step-by-step process that encompasses a QPA Review; (3) a review of the Project Quality Assessment Plan, which details various aspects of a PQA Review; and (4) a look into the PQA Review Team's Checklists and Reports. The workshop also covers the Project Selection Process as well as the documents needed for a PQA Review.

Date	Time	Location
February 29, 2012	1:30 p.m. – 3:30 p.m.	Lewis Cass Building 1 <sup>st</sup> Floor, Willow Conference Room
August 06, 2012	1:30 p.m. – 3:30 p.m.	OPS Center, Conference Room A/B/C
October 1, 2012	9:00 a.m. – 11:00 a.m.	Lewis Cass Building 1 <sup>st</sup> Floor, Willow Conference Room